

PART III – SECTION J
ATTACHMENT J.2**FAA Generic Guard Post Orders**
XYZ Facility

This is a generic post order. A site specific post order will be issued for this site by the Contracting Officer.

This set of Post Orders, and any amendments or additions, are the day-to-day guidance for operation of the guard posts at the XYZ Facility. Guards will use this guidance and the contractor's guidelines in the conduct of their duties. The Contracting Officers Technical Representative (COTR) or Contracting Officer (CO) is the person authorized to amend these guidelines. Temporary on the spot guidance to the Guards may be given by District Manager, SOC Operations desk, ATR or Facility Designated POC. **The Guard shall not take direction from any other FAA personnel.**

The Guards are the direct representatives of FAA Management in the administration of the Facility Physical Security Program. As such, the Guard is normally the first contact for visitors to the facility. Guards will maintain a neat, professional appearance at all times. Guards will treat visitors and employees in a courteous and professional manner at all times.

Normal Working Hours

In the context of the administration of the Guard Orders, Normal Working Hours for this facility refers 24 hrs a day 7 days a week.

Duties and Responsibilities of the Security Guard

1. Guard and protect all public/private property within the FAA contract guard jurisdiction to include: materiel, equipment, supplies, and buildings from fire, accident, theft, sabotage, and trespass.
2. Safeguard and protect all government information, documents, material, and equipment entrusted to the care of the FAA contract guards.
3. To the extent prescribed by established orders, policies and procedures, operate, maintain, and enforce system of personnel identification and access controls for facility employees and visitors.
4. Consistent with authority, apprehend and detain all suspicious person(s), or those who attempt or do gain unauthorized access to the facility, for release to local law enforcement authorities
5. Maintain law and order and prevent illegal acts within FAA contract guard jurisdiction, which jeopardizes the safety or security of the facility and its personnel.

**PART III – SECTION J
ATTACHMENT J.2**

6. Conduct periodic patrols of the facility grounds and buildings. Provide, in writing, any security deficiencies and report them in an expeditious manner to the Alternate Technical Representative (ATR), FSC and/or designated FAA POC.
7. Make appropriate station checks using a watch clock or electronic tour system equivalent. Particular emphasis will be placed on the following:
 - a. Any open, unattended exterior doors after normal working hours.
 - b. Any person inside the facility fence without a visible badge or visitors' pass.
 - c. Any unattended vehicle parked outside either gate or along the fence.
 - d. Any work being conducted outside the fence, adjacent to the property line
8. Enforce the facility rules and regulations governing control of all vehicular and personnel traffic entering the facility.
9. Maintain key control for keys to facility locks and buildings issued to the FAA contract guards.
10. Report all violations of security to the FAA ATR, FSC, and SSE.
11. In an emergency, follow existing emergency and contingency operating procedures.
12. Enforce established policies and procedures for controlling removal of property and documents from the facility.
13. Monitor, assess, and respond to alarms. Monitor CCTV cameras. Investigate and report any suspicious activity in accordance with established security policies and procedures.
14. Provide written and verbal reports as required by existing policies and procedures.
15. Perform escort duties as required by security policies and procedures for the facility.
16. Conduct random personnel/vehicle inspections as directed by the facility manager, ATR, and Facility Security Coordinator.
17. Maintain a written duty and activities daily event log for review by the FAA ATR, FSC and SSE. Events to be reported include, but are not limited to, the following:
 - a. Investigation of any alarm generated by the electronic security system.

**PART III – SECTION J
ATTACHMENT J.2**

- b. Investigation of any observed incident, i.e. people on the facility without proper identification.
- c. Visits by local law enforcement personnel
- d. Any inspection of the Guards by the Guard supervisor
- e. Any emergency vehicles accessing the facility
- f. Any doors, gates, windows, etc. found open during the Guards roving patrols.
- g. Completion of multiple daily patrols

Procedures for Entrance Control

1. Facility Gates

- (a). The Facility Gates at the main entrance shall be closed during hours of low activity, and at any time the guardhouse is vacant. Under normal circumstances, the gates shall be closed at all time except during heavy traffic periods and normally traffic from 0530a until 0630a each day or designated times specified in the post order.
- (b). When the Main entrance gates are open; the Guard may lower the semaphore arms if required to control the flow of traffic. When the semaphore gates are used, the guards will open them. The arms should be raised during the periods when there is substantial traffic.
- (c). The Guard shall stand outside the guardhouse and intercept each vehicle approaching the entrance. Each person in the vehicle must be identified per this section before entry is granted, and the vehicle must exhibit an approved parking sticker or be given a temporary pass.
- (d). If the Guard leaves the Guardhouse unmanned for any reason, the gates will be closed regardless of the time of day.
- (e).The gate will be closed and locked under normal circumstances.

2. FAA Personnel Access

- (a). FAA personnel assigned to the XYZ FACILITY will have FAA Identification badge. The driver of a vehicle showing their ID card is responsible for the other occupants of the

PART III – SECTION J
ATTACHMENT J.2

vehicle. However, IDs shall be examined for ALL vehicle occupants. Occupants of the vehicle not possessing a valid FAA ID card shall be processed as visitors.

Access to the facility shall not be allowed based on the Vehicle parking identification.

(b). Personnel possessing any other valid FAA identification card and with approval from Facility Manager's shall be allowed access to the facility as in paragraph 1 and 2.

(c). FAA personnel with a valid FAA identification card and no access card shall be allowed access to the facility; however, the Guard will contact the person to be visited, the office to be visited, the Air Traffic Watch Supervisor, or the NOM to meet the visitor.

3. FAA Contract Personnel Access

The FAA employs many contract personnel, and they carry a FAA identification card that indicates they are Contractors. This card has the employee's picture against a different colored background, normally light blue (see appendix 6 for example). Some of these personnel will be assigned to the facility as permanent party and issued an Access card. Many others will visit the facility for meetings or to perform short-term work.

a. FAA Contractors with a valid FAA identification card and a facility electronic access card will be admitted the same as FAA employees..

b. All other FAA Contractor personnel will be admitted following the site specific post orders.

4. Non-FAA Personnel Working at the XYZ Facility

(a). Non-FAA contract personnel may work at the XYZ Facility for short periods. Those personnel will either carry ID from their company, or the Contractor will supply FAA with a list of names of those persons. When they have identified themselves to the Guard using the company ID or another form of photo ID, they may be allowed to proceed into the facility under the following conditions.

- 1: Must have prior approval
- 2: Must be escorted by an FAA badge employee or Badge Contractor at all times.
- 3: Must undergo a full vehicle and possession inspection

5. Law Enforcement Personnel

(a). Good relations with local law enforcement offices are in the best interest of the FAA. The FAA does not have the authority to refuse entrance to Officers of local law

**PART III – SECTION J
ATTACHMENT J.2**

enforcement agencies; therefore, the Guard will take every step to assist Officers on official business. Guards will notify the Facility Manager, FSC office, or the SOC immediately if Officer requests access and arrange contact with the office or person to be visited.

(b). If an Officer of a local law enforcement agency seeks access to serve a warrant, the Guard should request the Officer meet with the person as discreetly as possible. The Guard will notify the SOC, AT Watch Desk, or Facility Office, and they will arrange notification through the person's supervisor.

6. Delivery Vehicles

(a). Access will be made available for deliveries during normal working hours only. Outside normal working hours, the Guard may sign for small FEDEX or UPS packages only if they will not pose a storage problem in the Guardhouse.

(b). Delivery vehicles shall be escorted to the loading dock at the rear of the building. Prior to admission to the facility, the Guard should inspect the drivers' waybill to verify that the delivery is for this address.

(c). When a delivery vehicle is to be admitted, the Guard will contact XYZ Facility Contact point for the delivery.

(d). Deliveries are not allowed to proceed without confirmation from the Point of contact.

(e). Outside normal working hours, the Guard may sign for small FEDEX, DHL, or UPS packages only if they will not pose a storage problem in the Guardhouse.

7. Visitors

(a). All other personnel requesting access to the facility are classified as visitors. Visitors from the General Public are not allowed in the facility outside normal business hours as described previously. Family members of FAA personnel as considered visitors and are processed as such.

(b). Prior to entering the facility, visitors must provide picture ID, and furnish the name of the person or office to be visited. Visitor's form must have been process and approved by the Facility Managers.

(c). The Guard must establish contact with the person or office, and arrange for the visitor to be met at the building entrance. Once a contact in the facility has been arranged, the Guard will issue a Visitor badge after the registration in the Facility Visitor Log is completed. Family members accompanied by the FAA member shall be issued a Visitor badge and be allowed to enter with the FAA member.

**PART III – SECTION J
ATTACHMENT J.2**

(d). Visitors will be directed to the visitor parking area and the Visitor's entrance to the building.

(e). Visitors must be processed thru metal detector and any packages or briefcases must be inspected and or X-rayed.

8. Mail and Small packages – follow site specific policies/procedures

(a). All Mail and Small Packages will be processed thru the X-ray machine.

Procedure for Issuing Temporary Employee ID

In the event an employee should arrive at work without the Employee ID, a temporary employee ID will be issued by the guard after proper identification and verification by the guard.

Temporary employee ID's will be kept in a locked container, and they will be inventoried each morning. The morning shift will contact the Facility Security Coordinator (FSC) or the Systems Ops desk each morning and report the inventory.

Personnel arriving without their FAA identification shall be directed to park in the outside visitor parking area and come to the guardhouse for processing.

The guard shall request picture identification from the individual requesting access. After the guard has inspected the picture ID, the guard will check that person's name against a list of current employees provided by the FAA. If the person identified by the picture ID is listed as a valid employee, then the guard may issue a temporary employee ID. **UNDER NO CIRCUMSTANCE WILL A TEMPORARY EMPLOYEE ID BE ISSUED TO SOMEONE WHOSE NAME IS NOT ON THE LIST.**

The employee must sign the receipt form for the temporary ID, and that form will be retained in the lock box to account for that card. The forms will be turned in to the AF office on the next administrative day. Replacement cards will be picked up from the FSC as needed.

Parking Control

No vehicles shall be allowed entry to the facility without an approved parking identification sticker or a temporary parking pass

**PART III – SECTION J
ATTACHMENT J.2**

1. Parking of privately owned vehicles (POV) shall be in marked parking spaces only. No POV shall be parked in the Chiller yard, at the loading dock, or along the access road to the loading dock.
2. Vehicles displaying the XYZ Facility parking identification will be allowed to park in employee parking spaces. Examples of the identification are contained in the Appendices.
3. FAA employees in unregistered vehicles will be issued a temporary Employee parking pass, dated for the current day, and allowed to park in employee parking.
4. Visitors will be issued a temporary parking pass, dated for the current day, and directed to the marked Visitor parking to the right of the building.
5. The guard will report any vehicle without a sticker or a temporary pass, any vehicle parked in a prohibited area, and/or any vehicle parked in a handicapped spot without the proper hangtag or license plate.
6. Vehicles of excessive length, i.e., cars or trucks with boat or camper trailers attached, Motor homes, etc., should park along the outer parking lot access road to the right of the main entrance.
7. A commercial towing service is available to remove vehicles not in compliance with the parking regulations if necessary. The Guards will not call the towing service. The Guards will report violators to the Airway Facility office or the Systems Operations Desk, and FAA Management will determine if towing is necessary and call the commercial service.
8. Service vehicles may be parked in areas normally closed to parking as necessary while work is being performed at the facility. Parking must be coordinated with the FSC, the Airway Facilities office, or the NOM. The Guards will be notified of the presence to prevent unnecessary violation reports.

Roving Patrols

The Guard service will make roving patrol rounds to check general facility security and report any suspicious or unusual situations to the SOC

1. Guards will make at least two patrols each shift at random times. Guards will make rounds in a random manner to prevent establishing a pattern of movement.
2. Guards will check all exterior doors and report any unlocked doors to the SOC.
3. Guards will check the gates on the Chiller yard compound and the XYZ Entrance gates. Any unlocked gate shall be reported to the SOC.

**PART III – SECTION J
ATTACHMENT J.2**

4. The Guard making rounds shall scan their access card at the Employee entrance, cafeteria entrance, Visitor entrance, and Loading dock entrance on each round. This will serve to mark the guard rounds.
5. Guards will monitor the Closed Circuit TV cameras at the guardhouse for suspicious or unusual behavior or situations. The cameras monitoring the perimeter fence shall be given close scrutiny to provide alert for attempted access via the fence. Any suspicious or unusual situations shall be reported to the SOC.